

COMPLETING THE ONLINE HEALTHY FOOD CERTIFICATION (HFC) COMPLIANCE FORM

All HFC districts must complete the [online HFC Compliance Form](#) by **November 30, 2016**. This form should take about 20 minutes to complete, depending on the district's food and beverage sales and collection of required information before beginning. Before completing the online form, preview the guidance and questions in the Connecticut State Department of Education's (CSDE) handout, [Preview of HFC Compliance Form](#), and gather the information noted below in "Information Needed before You Begin."

The bar at the top of the Web page shows your progress as you answer each question. If you need to quit the form before you are done, you can return at any time to continue where you left off. When you have successfully submitted the form, you will see the following message: *"Thank you for submitting your 2016-17 HFC Compliance Form. You will receive an e-mail from the Connecticut State Department of Education when your information is reviewed."* When you see this message, submission is complete and you cannot return to the form.

INFORMATION NEEDED BEFORE YOU BEGIN

1. **Sponsor agreement number:** This is the five-digit number on your [online agreement](#) for Child Nutrition Programs.
2. **Name of district's designated HFC contact person:** This is the person designated by the district as the contact person for HFC on the CSDE's [District Contact and Information Sheet](#). The district submits this sheet annually to the CSDE with the district's HFC Statement.
3. **Beverage Exemptions:** Does your district allow beverage exemptions and do those exemptions apply to all beverages and all events or only some beverages and some events? This can be determined by reviewing the minutes from the board meeting where beverage exemptions were approved or district policy that addresses beverage exemptions. Beverage exemptions are not part of the district's [HFC Statement](#) (*Addendum to Agreement for Child Nutrition Programs, ED-099*). Some districts vote on whether to allow beverage exemptions at the time as the vote on HFC participation and food exemptions.

Beverage exemptions allow beverages that do not meet the state beverage requirements to be sold under certain conditions designated by [Section 10-221q](#) of the Connecticut General Statutes. Beverage exemptions are only allowed if the board of education votes to approve them and the beverages are sold at the location of events held after the school day or on the weekend, but not from a school store or vending machine.

4. **Food Exemptions:** Does your district allow food exemptions and do those exemptions apply to all foods and all events or only some foods and some events? This can be determined by reviewing "Section 3 – Exemption Statement" on page 2 of the district's [HFC Statement](#) (*Addendum to Agreement for Child Nutrition Programs, ED-099*) or the minutes from the board meeting where HFC was approved.

Food exemptions allow foods that do not meet the Connecticut Nutrition Standards (CNS) to be sold under certain conditions designated by [Section 10-215f](#) of the Connecticut General Statutes. Food exemptions are only allowed if the board of education votes to approve them and foods are sold at the location of events held after the school day or on the weekend, but not from a school store or vending machine.

5. **Cafeteria Sales:** What foods (both commercially prepared and school-made) and beverages are sold to students separately from reimbursable meals (all a la carte sales)? Is the CSDE's [List of Acceptable Foods and Beverages](#) used to identify allowable foods and beverages? If school-made foods are sold a la carte, how do you determine if they meet the CNS? Have you completed a nutrient analysis for each recipe and the appropriate CNS worksheet to indicate one serving of the recipe complies with the CNS? Note: The CNS worksheets are available on the CSDE's [Evaluating Foods for Compliance with CNS](#) Web page.

COMPLETING THE 2016-17 ONLINE HFC COMPLIANCE FORM, continued

6. **Vending Machines:** How many vending machines are accessible to students in all district schools? Do they sell beverages, foods, or both? Is the CSDE's *List of Acceptable Foods and Beverages* used to identify allowable foods and beverages?
7. **School Stores:** How many school stores are in the district's schools? Do they sell beverages, foods, or both? For purchased foods, is the CSDE's *List of Acceptable Foods and Beverages* used to identify allowable foods and beverages? If school-made foods are sold, how do you determine if they meet the CNS? Have you completed a nutrient analysis for each recipe and the appropriate CNS worksheet to indicate one serving of the recipe complies with the CNS? Note: The CNS worksheets are available on the CSDE's [Evaluating Foods for Compliance with CNS](#) Web page.
8. **Fundraisers:** What are the district's procedures to ensure that food and beverage fundraisers comply with HFC requirements? Do food and beverage fundraisers sold at events meet all HFC requirements? Are fundraisers only conducted after the school day or on the weekend at the location of an event? Is the CSDE's *List of Acceptable Foods and Beverages* used to identify allowable foods and beverages?
9. **Other Sources of Food and Beverage Sales:** What other programs and organizations sell foods and beverages to students in the district? For purchased foods, is the CSDE's *List of Acceptable Foods and Beverages* used to identify allowable foods and beverages? If school-made foods are sold, how do you determine if they meet the CNS? Have you completed a nutrient analysis for each recipe and the appropriate CNS worksheet to indicate one serving of the recipe complies with the CNS? Note: The CNS worksheets are available on the CSDE's [Evaluating Foods for Compliance with CNS](#) Web page.

Examples of other sources include:

- adult education programs operated by the board of education;
- afterschool enrichment or other programs that charge a fee for participation and the fee includes the cost of foods provided to students;
- culinary arts programs;
- family and consumer sciences classes;
- family resource centers;
- recipient schools under interschool agreements;
- Summer school programs (e.g., enrichment or exploratory) operated by board of education;
- Seamless Summer Option (National School Lunch Program) and Summer Food Service Programs operated by the board of education (*applies only if a la carte foods are sold*);
- sports programs that charge a fee for participation and the fee includes the cost of foods provided to students;
- USDA Afterschool Snack Program (ASP) (all foods in the ASP must meet the CNS); and
- any other programs or organizations selling foods and beverages to students.



For more information on HFC, visit the Connecticut State Department of Education's [HFC](#) Web page or contact Susan S. Fiore, M.S., R.D., Nutrition Education Coordinator, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2075, susan.fiore@ct.gov.

This handout is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/hfc/onlinehfcform.pdf

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.